

MILPERSMAN 1070-080

ENLISTED PERMANENT PERSONNEL RECORD

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1. **Policy**. The enlisted permanent personnel record contains documents which reflect on the character, performance, professional qualifications, and fitness of the member. The permanent personnel record is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NAVPERSCOM).

2. **Record Format**

a. Documents filed in the enlisted permanent personnel record are placed in one of 16 categories based on the type of information in the document. Each category is assigned a unique field code which allows us to group, or control access to, documents by type. When printed to microfiche, documents are printed on one of six microfiche. The following outlines the categories of documents filed on each microfiche.

(1) **Fiche 1E (Exhibit 1)**

Field Codes	Categories
30	procurement, enlistment/reenlistment data
31	classification and assignment
32	administrative remarks
33	separation and retirement
34	miscellaneous professional service history

(2) **Fiche 2E (Exhibit 2)**

Field Codes	Categories
35	enlisted performance data
36	training and education
37	decorations, medals, and awards
38	adverse information

(3) **Fiche 3E (Exhibit 3)**

Field Codes	Categories
39	emergency data/beneficiary slips
40	record changes
41	security clearances and investigations
42	security miscellaneous
43	medical data
44	out of service inquiries/response
45	miscellaneous personal data

b. When the allotted space for any given field on any fiche is filled, a trailer fiche, in the same format as the basic fiche, is created. The trailer fiche is identified as 1ET01, 1ET02, etc., which indicates it is the first, second, or subsequent trailer to enlisted fiche 1.

3. **Record Update**. The enlisted permanent personnel record is updated when a member reenlists or is separated in accordance with MILPERSMAN 1070-120 and 1070-130. Do not submit new or updated service record documents during a member's current enlistment unless immediate submission is directed by the requiring instruction, i.e., MILPERSMAN 1070-270, 1070-300, 1070-310, 1070-320, or SECNAVINST 1650.1, etc.

4. **Record Corrections/Changes**

a. An official document submitted to NAVPERSCOM for filing in the permanent personnel record becomes the property of the Department of Navy (DON). Except for administrative or clerical errors, documents filed in the permanent personnel record may not be removed or changed except by authorization of the Secretary of the Navy.

(1) Administrative or clerical errors may be corrected when correcting the Field Service Record in accordance with MILPERSMAN 1070-210, or in accordance with the regulation requiring the original document.

(2) Documents found in the permanent personnel record that are not legible may be replaced by submitting clean readable documents, under a cover letter, to NAVPERSCOM (PERS-313D).

(3) Other requests for correction or removal of documents should be submitted to the Board for Correction of Naval Records (BCNR) in accordance with MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Review/ Access**

a. Access to the record is normally limited to the member concerned, an agent or representative authorized in writing by the member, NAVPERSCOM, personnel who are required to review military service records in the performance of their official duties, duly convened boards of the DON, courts-martial, and as directed by a court order signed by a judge.

b. Official actions do not include the review of records of those members nominated for assignments in the detailing process unless specifically approved by Chief of Naval Personnel, NAVPERSCOM, or the Assistant Commander, Navy Personnel Command for Distribution, NAVPERSCOM (PERS-4).

6. **Documents for Selection Board Review.** Documents in field codes 30 through 38 (Fiche 1E and 2E) are provided to selection boards.